

MPR 9730.1
REVISION A

EFFECTIVE DATE: September 10, 2004
EXPIRATION DATE: September 10, 2009

MARSHALL PROCEDURAL REQUIREMENTS

RS01

TRAVEL CARD OPERATING PROCEDURES

CHECK THE MASTER LIST at
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DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline		12/16/2003	Establishes MSFC procedure on the issue and use of the Government travel card.
Revision	A	9/10/2004	Changes per HQ Rules Review Action. Changed font, changed MPG to MPR.

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PREFACE

P.1. PURPOSE

This document is a reference tool for obtaining, utilizing, and maintaining a Government travel card. Specific instructions are included for appropriate use of the travel card. Employees shall contact the Agency Travel Card Point of Contact, an employee of the Marshall Financial Travel Office, for any special assistance concerning use of the Government travel card.

P.2. APPLICABILITY

These instructions apply to all Marshall Space Flight Center (MSFC) employees who travel on official Government business.

P.3. AUTHORITY

- a. Federal Travel Regulation
- b. Agreement Between Agency/Organization Employee and the Bank Card Company
- c. Public Law 105-264, October 19, 1998
- d. 41 Code of Federal Regulations Part 301-51

P.4. APPLICABLE DOCUMENTS

NPR 1441.1, "NASA Records Retention Schedules"

P.5. REFERENCES

- a. General Services Administration link for travel card information:
<http://www.gsa.gov/Portal/home.jsp>
- b. 5 CFR 2635.101(b) (12)
- c. GSA Per Diem Tables

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P. 6 CANCELLATION

MPG 9730.1 dated December 16, 2003

Original signed by
Robin N. Henderson for

David A. King
Director

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DOCUMENT CONTENT

1. DEFINITIONS

1.1 Agency Program Coordinator (APC) – MSFC employee responsible for managing the Center’s travel card program.

1.2 ATM – Automated Teller Machine

1.3 Bank Card Company – Bank issuing the Government travel card in accordance with the Center’s GSA contract.

1.4 Billing Statement – Statement issued by the Bank Card Company to the Government employee each month showing charges to the Government travel card for the current billing period.

1.5 Cardholder – MSFC employee who is issued a Government travel card. Use of a travel card by anyone other than the designated cardholder is prohibited.

1.6 Delinquency and Collection charges and late fee – Described in the agreement between agency/organization employee and the Bank Card Company.

1.7 Employee Supervisor – Official supervisor of employee.

1.8 Government travel card – Credit card issued to federal employees for their use while in a travel status conducting official Government business.

1.9 M&IE – Meals and Incidental Expenses

1.10 Past-Due – Bank Card Company travel card payment that has not been received within 45 calendar days from the closing date on the statement of account in which the charge first appeared.

1.11 Per Diem – “Per Day” allowable maximums determined for lodging and M&IE expenses at various locations. Per Diem Tables are located at <http://www.policyworks.gov/org/main/mt/homepage/mtt/perdiem/perd04d.xls>.

1.12 PIN – Personal Identification Number, for use in obtaining ATM cash advances.

1.13 Return Check Fee - Charge by the Bank Card Company for any payment that is returned for any reason.

1.14 TDY – Temporary Duty

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1.15 TMC – Travel Management Center, i.e., the “travel agency” for MSFC, makes travel reservations and purchases transportation tickets for the Government traveler, uses the traveler’s Government travel card for the transportation ticket purchase.

2. RESPONSIBILITIES

2.1 Agency

The Agency shall reimburse the employee within 30 days of submitting a proper travel claim to the Marshall Financial Travel Office. The agency shall notify the employee within seven days of any error that would prevent payment of the claim within 30 days. The agency is subject to payment of interest to the employee if the employee is not reimbursed within 30 days.

2.2 Cardholder

The Cardholder shall adhere to the agreement with the Bank Card Company and this policy. The travel card is for use on official Government travel and cannot be used by anyone other than the cardholder. Cardholders shall submit a proper travel voucher within 5 business days of completion of travel or every 30 days while on extended travel. Failure to initiate the process within 30 days will result in loss of the right to dispute. Cardholders shall follow the Bank Card Company dispute process for charges that are incorrect. All charges made to the travel card, regardless of source, as well as bank card fees/interest, etc., are the responsibility of the cardholder. Reimbursement for M&IE shall not exceed the allowable rate for the geographic locality where the TDY is performed, as published in the GSA Per Diem Tables.

2.3 Agency Program Coordinator (APC)

The APC shall provide information to new cardholders, conduct periodic employee training, issue MSFC activity notices, monitor the Bank Card Company activity reports, and notify the Human Resources Department of travel card misuse. A letter of warning is sent to the travel cardholder when his/her bill is past due, or for any improper use of the card, and a copy of the letter of warning is sent to HR for review.

2.4 Supervisors

Supervisors shall determine an employee’s need to perform TDY travel that requires employee application for the travel card. Supervisors have authority to take disciplinary action when there is evidence of misuse of the travel card.

2.5 Center Employee Relations Specialist

The Center Employee Relations Specialist shall work with the supervisor and APC when there is misuse of the travel card.

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3. PROCEDURE

3.1 Purpose of the Card - The travel card provides Government travelers with the means of paying for some official travel expenses without using personal funds. The use of the travel card and ATM cash advances eliminates the need for Government-issued travel advances or transportation tickets. This saves the Government money. The travel card is imprinted with the notice “for official Government travel only.”

3.2 Purchase Limit – There is not a single purchase limit. However, the card limit is \$25,000, which is the maximum balance that can be charged on the travel card.

3.3 ATM Cash Advances – The Bank Card Company shall issue each cardholder a PIN for use at an ATM. ATM withdrawals are not authorized for one-day TDY travel. For all other TDY trips, travelers are authorized to withdraw up to \$50 for each day of official TDY. Daily limits are set by the ATM, and are usually \$300 per day and/or \$300 per week. Cash advances can be obtained after travel orders have been approved but no sooner than 3 workdays prior to departure, and no later than the last day of travel. Transaction fees for use of ATM are claimed on the travel voucher.

3.4 Requesting the Card – MSFC employees who are scheduled for official travel on Government business shall apply for a travel card by completing the Bank Card Company Application Form. The form must be returned to the Agency Program Coordinator for approval. The form may not be faxed. By signing the card, employees agree that they have read the card agreement and agree to be bound by the terms of the agreement.

3.5 Activating the Card – Instructions for activating the Government travel card are provided under separate cover when a new card is issued.

3.6 Authorized Purchases – The travel card shall be used for the purchase of airline tickets, rental car (if authorized), lodging, meals and other travel-related expenses while on official Government travel, reference Public Law 105-264. The cash advance obtained with the Government travel card can be used for M&IE, as described in the TDY Travel Guide at <http://cfoweb.msfc.nasa.gov/cfowww/travel.htm>. Exemptions are described in paragraph 3.10 below.

3.7 Unauthorized Purchases – Any purchase made with the Government travel card while the employee is not on official Government travel is unauthorized. Additionally, while on official Government travel, the travel card cannot be used to pay conference fees, purchase personal items at retail stores, or for any other purchase not stated in paragraph 3.6 above.

3.8 Payment of Travel Card Charges – Payment is due by the “due date” specified on the billing statement from the Bank Card Company. It is the employee’s responsibility to submit a proper travel claim for reimbursement of travel expenses. Lack of reimbursement does not release the employee of their responsibility to pay the Bank Card Company. (See the cardholder

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agreement.) Public Law 5 CFR 2635.101(b)(12) requires that employees shall satisfy in good faith their obligations as citizens, including all just financial obligations.

3.9 Late Payments - Payment not received by the Bank Card Company 61 days, after closing date on the statement in which the charge first appeared, shall result in suspension of the travel card. Payments that are not made 126 days after the closing date of the statement where the charge was first billed, shall result in cancellation of the travel card. Cancellation shall also result if the travel card has been suspended twice in a 12-month period, for non-payment of undisputed principal amounts that are past due again.

3.10 Exemptions – Use of the travel card is not required for the following expenses: taxi, laundry, dry cleaning, parking, local transportation systems, tips, phone calls, and meals where the use of the travel card is impractical, e.g., group meals or where the card is not accepted. Use of the card is not required by new appointees, individuals traveling on invitational travel, or employees who have an application pending for the travel card. The head of an agency, or his/her designee, has the authority to grant exemptions from the mandatory use of the travel card. All exemptions shall be reported to the Administrator of General Services, stating the reason for the exemption.

3.11 Misuse of the Card – Misuse includes, but is not limited to, use of the Government travel card while not on official travel, or for purchases that are not travel-related, and is subject to disciplinary action. Obtaining ATM advances in excess of the amount authorized, or while not on travel, and/or allowing another individual to use the employee's Government travel card is misuse.

3.12 Consequences of Travel Card Misuse – Agencies have authority to take disciplinary action if employees misuse the travel card, fail to make payment of appropriate bills, or have their card suspended or cancelled by the Bank Card Company. Suggested disciplinary action depends on the particular circumstances, and will be addressed on a case-by-case basis. The NASA Desk Guide for Table of Disciplinary Offenses and Penalties provides guidance, as does 41 CFR Part 301-51. In addition, an employee's salary could be garnished for failure to pay the travel card bill.

4. RECORDS

Records are the completed Bank Card Company Application Forms. These shall be retained by the Marshall Financial Travel Office/RS25, for as long as the credit card is approved for use, in accordance with NPR 1441.1, Schedule 9, AFS# 9730/20/C.

5. FLOW DIAGRAM

None